

**TOWN OF BRIGHTON TOWN BOARD
FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

**Meeting Date: Tuesday, May 2, 2017 (3:30 pm)
Location: Stage Conference Room, Brighton Town Hall**

1. Approval of Minutes – Receive and file minutes of the April 18, 2017 meeting.
2. Executive Session – Employment of particular people.
3. Bid Award for Pervious Concrete (Highway) – Request from Tim Anderson for Town Board action to award a bid to Hanson Aggregates NY, LLC for pervious concrete to be used in the Monroe Avenue GIGP for a total not-to-exceed \$37,000. Authorization is also requested to execute change orders not exceeding 10% in total and to authorize an additional one-year renewal (see letter from T. Anderson).
4. Contract Award for Arborist Consulting Services (Public Works) – Request from Chad Roscoe for Town Board action to award a contract to Jerry Peterson to provide arborist consulting services for 2017 for a not-to-exceed amount of \$4,000. Authorization is also requested to administratively renew the contract for up to three additional one-year periods (see letter from C. Roscoe).
5. Declare Plotter as Junk for Disposal (Public Works) – Request from Mike Guyon for Town Board action to declare one 2003 HP plotter as junk with no remaining value and to dispose of as such (see memo from M. Guyon).
6. Declare Equipment as Junk for Disposal (Info Systems) – Request from Barb Snyderman for Town Board action to declare various computers and electronic equipment as junk with no remaining value and to dispose of as such (see memo from B. Snyderman).
7. Declare Equipment as Surplus for Donation (Info Systems) – Request from Barb Snyderman for Town Board action to declare various computers as surplus and to authorize their donation to Action for a Better Community to benefit their Microcycle program that repurposes such equipment into the community (see memo from B. Snyderman).
8. Discussion regarding bond issues for 2017.

The next regularly scheduled meeting of the FASC will be held **Tuesday, May 16, 2017 at 3:30 pm**, in the Stage Conference Room of the Brighton Town Hall. All members of the public are invited to attend FASC meetings.



(3a)

Highway Department
Commissioner of Public Works – Tim Keef, P.E.

Tim Anderson
Deputy Highway
Superintendent

May 1, 2017

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Ave.
Rochester, New York 14618

Re: Award of Bid
Pervious Concrete for Monroe Avenue GIGP

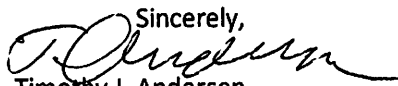
Dear Chairperson DiPonzio and Committee Members:

The above bid was publicly advertised and publicly opened on April 28, 2017, all as required by law. A Copy of the advertisement and bid tabulation are attached for your reference. Based upon the one and only bid submittal, the following is recommended:

- 1) that the above bid be awarded for the referenced work to the one and only responsible and responsive bidder, Hanson Aggregates NY, LLC for the base unit prices bid (A) and items (B,C and D) for a total not to exceed \$37,000;
- 2) that the Supervisor be authorized to execute an agreement with the bidder for this contract;
- 3) that the Supervisor be authorize to execute change orders not exceeding 10% in total of the base contract amount in the event it becomes necessary to do so; and
- 4) the contract is renewable for one additional year.

Funds are available from the Monroe Avenue GIGP force account for the costs incurred.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 2, 2017 meeting in the event that you have any questions regarding this matter.

Sincerely,

Timothy J. Anderson
Deputy Highway Superintendent

Attachments

Cc: S. Zazo, T. Keef, P.E., A. Banker, M. Hussar, K. Gordon

1941 Elmwood Avenue Rochester, New York 14620 www.townofbrighton.org
Tim.Anderson@townofbrighton.org 585-784-5288

Pervious Concrete Bid Opening April 28, 2017

36.

		ITEMS							
Bid #	Company	A		B		C		D	
1	Hanson Aggregates NY LLC	\$ 120.00	CY	\$ 11.50	CY	\$ 200.00	HR	\$ 50.00	Load

ITEM

A	Pervious Portland Cement Concrete, delivered
B	Additional for Heat
C	Additional for conveyor
D	Additional for deliveries under 3 CY

4a.



Public Works Department

Commissioner of Public Works – Tim Keef, P.E.

Chad Roscoe
Junior Engineer

May 1, 2017

The Honorable Finance and Administrative Services Committee
Town of Brighton
2300 Elmwood Avenue
Rochester, New York 14618

Re: Arborist Consulting Services 2017
Recommendation of Award

Dear Councilperson DiPonzio and Committee Members:

Pursuant to previous authorization, request for proposals were solicited from five firms for the above services, Urban Forestry, LLC, Jerry Peterson, Ted Collins Tree and Landscape, Terry Tree and Birchcrest Tree. Jerry Peterson was the only firm to respond, see attachment. Based upon the hourly rates provided from the proposer (\$80.00/hour, for 2017), it is recommended that an agreement be entered into with Jerry Peterson with provisions for additional services as contained therein as necessary to perform the evaluations, not exceeding \$4000.00. Funds to provide this service have been included in the 2017 budget under A.DPW.8560 4.49. It is also recommended that authorization be given to administratively renew this agreement annually for 2018, 2019 and 2020 per the rates proposed.

As always, thank you for your consideration. I will be in attendance at your regularly scheduled May 2, 2017 meeting in the event that you have any questions regarding this matter.

Respectfully,

Chad Roscoe
Junior Engineer

cc: M. Hussar
M. Guyon
T. Keef
S. Zaso
T. Anderson

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Public Works Department

Commissioner of Public Works - Tim Keef, P.E.

Chad Roscoe
Junior Engineer

April 4, 2017

re: Tree Evaluations Request for Proposal - 2017

To whom it may concern:

The Town of Brighton requests your proposal for the provision of professional services in the conduct of detailed evaluations, when and where ordered, of street trees in calendar year 2017. These services more specifically include:

- a) Evaluating the condition and failure risk of certain street trees, when and where ordered by the Town;
- b) where appropriate and ordered, conducting Resistograph drillings on these trees;
- c) evaluating the potential impacts of construction upon certain street trees, where and when ordered by the Town, and providing suggestions on construction techniques to mitigate the impacts;
- d) providing a letter report for each tree, which report shall summarize the evaluation, illustrate the problems, quantify the risk of failure, and provide management recommendations (including construction techniques, pruning, cabling or removal);
- e) furnishing all labor, travel, equipment, tools, insurances [as approved by the Town], etc., as necessary for the work described above.

Proposals shall contain at least the following information:

- 1) a description of any exceptions taken, or of any additions, to the above scope of work;
- 2) the resume(s) of your proposed project team member(s);
- 3) a proposed, fully-burdened "per hour" fee for all work included in (a), (c), (d) and (e), above;
- 4) a proposed, "per tree" fee for resistograph drilling when determined by the Town; and,
- 5) a proposed, fully-burdened "per hour" fee for all travel time to and from Brighton.
- 6) Include rates for a possible three (3) year contract extension (2018, 2019, and 2020)

Proposals will be due on or before the close of business on April 28, 2017. All of the contents called for in the proposal will be considered. The Town may reject all proposers, or may negotiate with a proposer, at its sole option.

Very truly yours,

Chad Roscoe
Junior Engineer, DPW
Town of Brighton

cc: T. Anderson

4c.

Jerry M. Peterson
444 Clover St.
Rochester, NY 14610
585.288.1975 / email: treesareme@hotmail.com
ISA # NY-0468AM

April 25, 2017

Dear Mr. Roscoe,

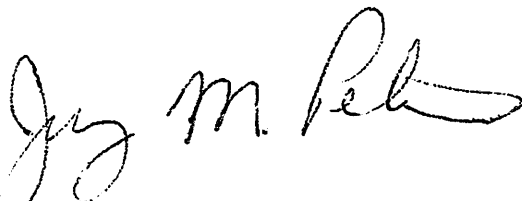
Thank you for the opportunity to bid on the Town of Brighton's 2017 Tree Evaluation's Contract. Please find all the required documents attached.

In addition to the list of services in the request for proposal, I have expertise in any matters relating to the current and future state of Emerald Ash Borer issues. My membership in the Monroe County Emerald Ash Borer Task Force will serve as a valuable benefit in this regard.

Additionally, any request by myself in completion of contract services that requires aerial inspection of subject trees would be the responsibility of the town through your tree service provider. My presence at the inspections would be at the town's request at the proposed hourly rate.

Again, thank you for this opportunity to submit this bid and I look forward to hearing from and working with the town.

Sincerely,



Jerry M. Peterson
ISA Certified Arborist - Municipal Specialist – Tree Risk Assessment Qualified
NY-0468AM

4d

Jerry M. Peterson
444 Clover St.
Rochester, NY 14610
585.288.1975 / email: treesareme@hotmail.com
ISA # NY-0468AM

Employment History:

- **Town of Brighton**
 - **1979 - 2012 Skilled Laborer**
 - **1998 - 2012 Town Arborist**

Tree Arborist:

- **Performed town's tree risk assessment**
- **Initiated tree risk assessment rating system**
- **1999 – Began bare root street tree planting program**
 - **Planting protocol included the first use of portable drip irrigation resulting in a tree survival rate in excess of 90%**
- **2000 - Conducted town street tree inventory via paper**
- **2010 - Created towns street tree digital database via computer with the assistance of town engineering staff**
- **Performed first use of air excavation and structural soil for tree construction conflict mitigation.**

Projects & Design:

- **Twelve Corners renovation**
- **75 Trees/75 Years project with Allyn's Creek Garden Club**
- **Design and re-landscape of town hall foundation plantings**
- **Implementation of Right Tree/Right Place protocol**
- **Created preservation through relocation project at town library**
 - **Relocation of 17 large trees using a tree spade resulting in tree preservation as well as cost savings**
- **Participant on Tree Ordinance Search Committee**
- **Proposal and implementation of Emerald Ash Borer Street Tree Program**

Memberships:

- **International Society of Arboriculture (ISA)**
- **NYS Arborist Association**
- **NYS Urban and Community Forestry Council**
- **Western Finger Lakes ReLeaf**
- **Monroe County Emerald Ash Bore Task Force**

Certifications/Credintals:

- **ISA Certified Arborist – 1998 to present**
- **ISA Certified Municipal Specialist – 2011 to present**
- **Tree Risk Assessment Qualified (TRAQ) – 2014 to 2019**
- **Line Clearance Arborist - 2017**

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PROPOSAL

I propose an hourly rate of \$80.00 (2017) for items (a) (b) (c) & (d) as stated in the RFP. This rate is inclusive of field inspection and report preparation.

An additional charge of \$200.00 for non-recording resistograph drilling per tree or \$320.00 for recording resistograph drilling per tree upon request.

As a resident of the town and only minutes away from any worksite, I will forgo any charge for travel time.

Proof of insurance will be provided upon award of the tree evaluation contract.

Proposed hourly rates:

2018	\$80.00
2019	\$80.00
2020	\$82.00

Resistograph rates will remain the same.

Respectfully submitted by,

Jerry M. Peterson

ISA Certified Arborist - Municipal Specialist – Tree Risk Assessment Qualified

585.288.1975 / email: treesareme@hotmail.com

NY-0468AM



TOWN OF BRIGHTON
2300 ELMWOOD AVENUE
ROCHESTER, NEW YORK 14618
(585) 784-5250 Fax (585) 784-5373

5a

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets

From: Michael Guyon, Town Engineer

Date: 4/20/17

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

 The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

 The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

 X The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

 The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. DPW

REQUESTING EMPLOYEE Mike Guyon

DATE April 20, 2017

DEPT. HEAD SIGNATURE 

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005063	Plotter	HP	DesignJet 5500	2003	SG33A24016	10,266.75	No longer functional

* For vehicles use the last 6 characters of the VIN number.

Finance Office Use	Town Board Authorization Date	Insurance Notification Date
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MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets
From: Barbara Snyderman, Senior Network Technician
Date: May 2, 2017

In accordance with the Town Board's Fixed Asset Policy and Procedures (as amended), I am requesting that Your Honorable Body authorize the disposal of certain fixed asset items in my care and custody as listed on the attached Fixed Assets/Inventory Update Sheet(s). The item(s) listed are no longer needed or available to support departmental operations. In this particular instance:

___ The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by auction to be conducted by the Town, or by the Town's authorized agent.

___ The item(s) listed have remaining value, are serviceable, and should be sold to the highest bidder by means of a sealed bid.

☒ The item(s) have no remaining value and/or are no longer serviceable and should be disposed of as junk.

___ The item(s) listed have been lost or destroyed and should be removed from the Town's fixed asset and inventory records.

The formal action being requested of the Town Board is the declaration as surplus or junk (as indicated above) of the item(s) listed on the attached. As the department head responsible for the care and custody of the item(s) listed, I would be happy to respond to any questions the Committee, or other members of the Town Board may have.

Copy to: S. Wentworth, Information Systems Department
S. Zaso, Finance Department

Attached: Fixed Assets/Inventory Update Sheet



**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. A.FINCE.1680

REQUESTING EMPLOYEE

Susan Wentworth

DATE May 2, 2017

DEPT. HEAD SIGNATURE

Susan Wentworth

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005154	Laptop (Toughbook)	Panasonic	CF-29	2005	5BKSA97438	\$3,378.93	Recycle
004015	Electronic Scale	Pitney Bowes	A510	1999	59468	\$845.00	Recycle
005404	Computer	Dell	OptiPlex 755	2008	CBR7RH1	\$592.00	Recycle
005285	Server	Dell	PowerEdge 1420	2006	CVT7691	\$3,449.05	Recycle
005271	Computer	Dell	OptiPlex GX620	2006	1SZJH91	\$1,318.42	Recycle
005392	Computer	Dell	OptiPlex GX620	2007	93JMCC1	\$1,005.25	Recycle
005401	Network Access Storage	Overland	N/A	2008	2B81700106	\$7,441.00	Recycle
005394	Computer	Dell	Precision 390	2008	49MPKF1	\$1,979.10	Recycle
005612	Firewall	Barracuda	BSF-200	2011	BAR-MA-261872	\$1,787.68	Recycle
005613	Message Archiver	Barracuda	350	2011	BAR-SF-264441	\$5,679.48	Recycle
005444	Laptop	HP	8740	2011	CNU1221PQK	\$2,397.12	Recycle
005244	Tablet	Motion Computing	F5V	2010	ACJ8AG000254	\$3,280.00	Recycle
005245	Tablet	Motion Computing	F5V	2010	ACJ8AG000255	\$3,280.00	Recycle

Finance Office

Use:

Town Board Authorization Date

Insurance Notification Date

(Signature)

MEMORANDUM

To: The Honorable Town Board
Attn.: Finance and Administrative Services Committee
Subject: Recommended Disposal of Certain Fixed Assets
From: Barbara Snyderman, Senior Network Technician
Date: May 2, 2017

The following list of computers are functional but do not have the memory and processing speed needed for the Town's data applications. We have tried to auction the out of warranty older computers in the past with minimal success yielding less than \$100 in revenue each time.

Back in 2014 the IT department identified an agency that would accept functioning computers, monitors and printers as a donation. The Action for a Better Community Agency has a program called Micrecycle that refurbishes donated computers and provides them at a low cost to low-income residents of Monroe County as well as agencies, organizations, day care centers, after-school programs, and schools who serve the low-income population.

I am requesting for the Town Board to declare the following items as surplus and to authorize the donation of the following computers to The Action for a Better Community Agency's Micrecycle program.

Make	Model	Serial Number
Dell	Precision T3500	DQL1MN1
Dell	Precision T3500	DQL2MN1
Dell	OptiPlex 380	FGFLMN1
Dell	OptiPlex 380	FGLKMN1
Dell	OptiPlex 380	FGLJMN1
Dell	OptiPlex 380	FGJKMN1
Dell	OptiPlex 380	FGGKMN1
Dell	OptiPlex 380	FGHKMN1
Dell	OptiPlex 960	HLOKZK1
Dell	OptiPlex 760	C2TSML1
Dell	OptiPlex 790	HG5S1R1
Dell	OptiPlex 390	GW0JXR1
Dell	OptiPlex 790	394Y1R1
Dell	OptiPlex 380	FGMKMN1
Dell	OptiPlex 380	FGMJMN1
Dell	OptiPlex 760	3YCMQL1
Dell	OptiPlex 380	FGDJMN1
Dell	OptiPlex 380	FGJLMN1

Thank you for your consideration.



Copy to: S. Wentworth, Information Systems Department
S. Zaso, Finance Department

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. Information Systems

REQUESTING EMPLOYEE

Susan Wentworth

DATE May 2, 2017

DEPT. HEAD SIGNATURE

Susan Wentworth

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
005614	Computer	Dell	OptiPlex 790	2011	394Y1R1	\$1,422.75	Donate
005618	Computer	Dell	OptiPlex 790	2011	HG5S1R1	\$1,422.75	Donate
005242	Computer	Dell	Precision T3500	2010	DQL1MN1	\$2,179.67	Donate
005243	Computer	Dell	Precision T3500	2010	DQL2MN1	\$2,179.67	Donate
005521	Computer	Dell	OptiPlex 760	2010	C2TSML1	\$1,017.00	Donate
000136	Computer	Dell	OptiPlex 380	2010	FGFLMN1	\$769.70	Donate
000139	Computer	Dell	OptiPlex 380	2010	FGJLMN1	\$769.70	Donate
000262	Computer	Dell	OptiPlex 380	2010	FGDJMN1	\$769.70	Donate
000264	Computer	Dell	OptiPlex 380	2010	FGJKMN1	\$769.70	Donate
000267	Computer	Dell	OptiPlex 380	2010	FGMKMN1	\$769.70	Donate
000268	Computer	Dell	OptiPlex 380	2010	FGMJMN1	\$769.70	Donate
000269	Computer	Dell	OptiPlex 380	2010	FGHKMN1	\$769.70	Donate
000270	Computer	Dell	OptiPlex 380	2010	FGLKMN1	\$769.70	Donate
000277	Computer	Dell	OptiPlex 380	2010	FGLJMN1	\$769.70	Donate

* For vehicles use the last 6 characters of the VIN number.

Finance Office Use: _____ Town Board Authorization Date _____ Insurance Notification Date _____

**TOWN OF BRIGHTON
DISPOSAL OF FIXED ASSET**

DEPT. Information Systems

REQUESTING EMPLOYEE Susan Wentworth

DATE May 2, 2017

DEPT. HEAD SIGNATURE *Susan Wentworth*

TOWN I.D. # *	ITEM DESCRIPTION	MANUFACTURER	MODEL	YEAR	VIN or SERIAL NUMBER	COST	COMMENTS
000279	Computer	Dell	OptiPlex 380	2010	FGGKMN1	\$769.70	Donate
000287	Computer	Dell	OptiPlex 390	2011	GW0JXR1	\$714.89	Donate
000387	Computer	Dell	OptiPlex 760	2010	3YCMQL1	\$685.00	Donate
000452	Computer	Dell	OptiPlex 960	2010	HL0KZK1	Part of HVAC	Donate

* For vehicles use the last 6 characters of the VIN number.

Finance Office Use: Town Board Authorization Date Insurance Notification Date

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**Town of Brighton
Spring 2017 Bond Resolutions
\$667,000**

DRAFT

(8)

All Costs are Inclusive of Issuance Fees

- 1.) Purchase One 6-Wheel Heavy Duty Dump Truck with Plow Equipment - **\$213,000**
- 2.) Purchase One 6-Wheel Small Dump Truck - **\$46,500**
- 3.) Purchase One Loader with Bucket and Plow Equipment - **\$192,000**
- 4.) Purchase One Tractor with Plow and Snow Blower Attachments - **\$46,000**
- 5.) Purchase One Pick-up Truck with Plow Equipment - **\$41,000**
- 6.) Replace Metal Siding on Existing Cold-Storage Building located at Public Works Operations Center, 1941 Elmwood Ave. - **\$89,000** (includes removing and disposing of old siding, trim and door and replacing with new along with architect design and bid documents).
- 7.) Replace Two Roof-Top HVAC Units located at Public Works Operations Center, 1941 Elmwood Ave. - **\$39,500**